

ER-4-9523

10 DEC 1953

MEMORANDUM FOR: Chief, General Services Office

SUBJECT : Microfilm Project, Office of Collection
and Dissemination

1. On 21 November 1953, the staff study recommending the adoption of the Office of Collection and Dissemination microfilm program was approved.

2. At the meeting on this matter, held 13 November 1953, it was determined that General Services Office, Organisation and Methods Service, and the Office of Collection and Dissemination would work together on the implementation of the program, with particular emphasis on keeping records at a minimum to assure microfilming of only significant documents and to provide for the vital records material.

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L. K. WHITE
Acting Deputy Director
(Administration)

SA/DDA:WHM:hh (9 Dec 53)

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Auth.: HR 70-3
Date: 8 Jan 79 By: 033

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4-8976

24 November 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Action to be Taken on Microfilm Project of the
Office of Collection and Dissemination

1. Reference is made to my memorandum of 16 November 1953, subject: Statement of Nonconcurrence in Staff Study Prepared by Organization and Methods Service dated 15 October 1953, Subject: Microfilm Program of the Office of Collection and Dissemination.

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2. On Tuesday, 24 November, I received a telephone call from [REDACTED] Staff Assistant to the Acting Deputy Director (Administration) advising that you had approved the implementation of the proposed microfilm program of the Office of Collection and Dissemination. In view of your decision, we are proceeding with the following:

a. Installation of alterations and renovations in Riverside Stadium estimated to cost \$7,500, and

b. To approve the procurement of such equipment as GCD requires for this purpose. (Approximately \$15,000)

3. Does your approval also include the entire GCD proposal with consideration for the questions raised in my above referenced memorandum? Your advice and direction on this matter will be appreciated.

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SIGNED

[REDACTED]
Chief, General Services Office

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Date:	6 Jan 79
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